

Dollar Thresholds -- What To Do – Attachment A

CMAS and Master Agreements

	IT Goods and Services*	Non-IT Services*	Non-IT Goods*
\$ 500,000	Limited to \$500,000, no exemptions		
\$ 250,000		Limited to \$250,000, no exemptions	
> \$100,000a	<p>1. Solicit a minimum of 3 offers including one small business (if available). If < 3 offers are received, documentation of solicitation methods must be included with contract reporting to DGS. If only one source is known (competing offers cannot be obtained), the non-competitive bid contract process must be followed, see chart below.</p> <p>2. Must comply with EO paragraph 6 conditions and MM 02-12, Addendum 1, attachment C-3).</p> <p>3. All orders must be reported to DGS within 5 working days using the Notice of Contract Award form.</p> <p>4. Variance of model contract terms allowed only with DGS approval.</p> <p>5. For Master contracts, existing lower dollar limits established by actual agreements may further reduce this maximum.</p> <p>6. IF GS \$SMART is utilized for financing, DGS-PD approval required before award.</p>	<p>1. Solicit a minimum of 3 offers including one small business (if available). If < 3 offers are received, documentation of solicitation methods must be included with contract reporting to DGS. If only one source is known (competing offers cannot be obtained), the non-competitive bid contract process must be followed, see chart below.</p> <p>2. Must comply with EO paragraph 6 conditions and MM 02-12, Addendum 1, attachment C-3)</p> <p>3. All orders must be reported to DGS within 5 working days using the Notice of Contract Award (NCA) form. Send CMAS NCA's to DGS-PD and Master NCA's to DGS-OLS.</p> <p>4. Variance of model contract terms allowed only with DGS approval</p>	
	Approval by Agency Secretary and Department Director or immediate next ranking official; see MM 02-12, Addendum 1, attach C-2) and C-3)	Approval by Agency Secretary and Department Director or immediate next ranking official; see MM 02-12, Addendum 1, attach C-2) and C-3)	<p>1. Approvals do not apply to competitively bid master commodities contracts.</p> <p>2. Competitively bid master commodities contracts are exempt from EO D-55-02.</p> <p>3. IF GS \$SMART is utilized for financing, DGS-PD approval required before award.</p>
\$ 100,000a			Limited to \$ 100,000a, no exemptions
< \$ 100,000a	<p>Solicit a minimum of 3 offers including one small business (if available). If < 3 offers are received, documentation of solicitation methods must be included with contract reporting to DGS. If only one source is known (competing offers cannot be obtained), the non-competitive bid contract process must be followed, see chart below.</p> <p>2. Variance of model contract terms allowed only with DGS approval.</p>	<p>1. Solicit a minimum of 3 offers including one small business (if available). If < 3 offers are received, documentation of solicitation methods must be included with contract reporting to DGS. If only one source is known (competing offers cannot be obtained), the non-competitive bid contract process must be followed, see chart below.</p> <p>2. Variance of model contract terms allowed only with DGS approval.</p>	<p>1. Solicit a minimum of 3 offers including one small business (if available). If < 3 offers are received, documentation of solicitation methods must be included with contract reporting to DGS. If only one source is known (competing offers cannot be obtained), the non-competitive bid contract process must be followed, see chart below.</p> <p>2. Variance of model contract terms allowed only with DGS approval.</p>
> \$ 35,000b		<p>1. DGS/PD review and approval required.</p> <p>2. Master Agreements, DGS/OLS review and approval for contract orders.</p>	

***Evaluation/award may be awarded on the basis of best value, not restricted to lowest cost.**

a This amount shall increase to \$250,000 effective August 20, 2002.

b This amount shall increase to \$50,000 effective August 20, 2002.

- **Transactions with start dates prior to Dept of Finance approval dates must be approved by DGS-PD however, once approved, the user Department can execute the Purchase Order and follow the Notice of Contract Award process.**